To: Schmit, Ayn[Schmit.Ayn@epa.gov]
Cc: Schmit, Ayn[Schmit.Ayn@epa.gov]

From: R8LOTUSI/R8/USEPA/US
Sent: Mon 4/29/2013 6:57:19 PM

**Subject:** Please confirm that your recent conference room request is booked on the central calendar.

Re-book the appointment if does not appear.04/29/2013

To change the times, dates or other information, you must delete your appointment, and resubmit.

Room: 5112 Onyx

Start Time: 04/29/2013 02:00:00 PM End Time: 04/29/2013 03:30:00 PM

Purpose: Pavillion pits

Click Below to View, Edit or Delete Your Reservation

 $\underline{http://r8net.epa.gov/CentralSchedule.nsf/MyReservation/AEC2A36A96448F7F87257B5C0068201D?Ope}$ 

<u>nDocument</u>

Please call the Conference Center staff at 312-7078 if you have any questions.

You will be contacted if your request is adjusted by the facilities managers. Thanks for using the automated room reservation system.